

**EFFECTIVE**

January 1, 2004.

**SUBJECTS****1) FIA-1171,  
ASSISTANCE  
APPLICATION****All Programs****RFF 1171, 1171-SP**

Previous editions are obsolete effective 11/1/2003. Local office requests for existing supplies are limited to 1000 per order until after November 1 in an attempt to make the current supply last. An initial distribution of the revised FIA-1171 will be sent out by the end of October. County/District size will be taken into consideration for the initial distribution.

**Note:** The Spanish version of the FIA-1171-SP, Solicitud de Asistencia, will be updated to correspond to the English version as soon as possible.

**Changes Outline**

Refer to Interim Program Policy Bulletin 2003-012 for additional information.

*Reason:* Compliance with Federal Regulations

**2) REVISED/NEW/  
DELETED FORMS &  
PUBLICATIONS**

The **FIA-13, Supplemental Payment Authorization**, is revised to add EP as a new supplement reason. Previous editions were not obsoleted, even though EP is not listed as a supplement reason on the prior version. Continue to use prior versions of the FIA-13 when processing supplemental payments. Until the quantities on hand are used up, manually enter 'EP'. See PPB 2004-001 for more information.

**FIA-201, Presentence Investigation Report**, is a written report prepared by the Juvenile Justice Specialist (JJS) and submitted to the court prior to sentencing of youth. Refer to Child & Family Ser-

vices Juvenile Justice (CFJ) manual, Item 812-1 for further information. An exhibit of the FIA-201, Pre-Sentence Investigation Report is now available. This form replaces MDCH Pub-201, Your Rights and Responsibilities. MDCH Pub-201 is renamed in RFF to MSA 201 to differentiate between the two.

**FIA-2439, Michigan Works Referral** - The form codes are updated to include changes for the September systems upgrade and to support the elimination of Individual Orientation.

Language was revised in the **FIA-4630, Intentional Program Violation Recoupment and Disqualification Agreement**, and **FIA-4702, Intentional Program Violation Customer Notice**. Revisions were made so the customer will have a clear understanding of their rights and penalties regarding an Intentional Program Violation (IPV) and the Disqualification Hearing Process. These forms are now added to RFF but have been available in Word since 08/03.

**FIA-4698, Verification of MRS Status**, now includes a statement to allow sharing of protected medical information.

### 3) PROBATE COURT FORMS FOR ADULT SERVICES

Probate Court forms were removed from the Adult Services Manual (ASM) Item 385 and placed in the Reference Forms & Publications Manual (RFF). The Probate Court forms are listed in the Table Of Contents (TOC) under the prefix PC, for example **PC562**. Refer to the Adult Services Manual Bulletin (ASB) 2004-001 for additional information about what forms were effected.

To quickly locate a form or publication while in the TOC, click on the 'flashlight' on the toolbar to open the Find pop-up. Enter PC562 in the open text field and click on the Find button. This will take you to PC562 in the TOC, now click on the TOC item to jump into the document.

The Probate Court forms are also listed in Microsoft Word under the prefix PC followed by the form number with an additional zero (0) in front (i.e. PC 0562).

#### 4) CDC FORM REVISIONS

The following revisions have been made to the **FIA-220, Day Care Aide/Relative Care Provider Application**:

- Case specific information has been eliminated making the form applicable to any FIA funded children the provider may care for.
- The language of the provider requirements and the provider certification has been strengthened to make the form more legally binding.
- The form has been reorganized to allow the provider to keep a copy of the requirements. Pages 1 and 2 are to be returned to the local FIA office and should be filed in the local office central provider file. Page 3 is to be retained by the provider.
- A new FIA-220 must be completed by an already enrolled day care aide or relative care provider applying to be enrolled as a different type of provider.

Exhibits are updated in the Reference Forms and Publications (RFF) manual for:

- **FIA-198**, Child Development and Care Certification/Notice of Authorization
- **FIA-805/805A**, Child Development and Care Billing/Reporting Record
- **FIA-4690**, Child Development and Care Customer Notice
- **FIA-4807**, Notice of Child Development and Care (CDC) Provider Eligibility

#### 5) SCHEDULES UPDATED

**RFS 101, 102, 103, 104, 105, 106, 109**

Reference Schedules have been updated for 2004.

**RFS110**

The CDC Deadlines and Payroll Schedule has been updated to include dates for 2005.

A CDC Deadlines and Payroll Schedule Quick Reference Calendar for 2004 has been added to this item.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Added Items ...**

RFF MSA201  
RFF PC562  
RFF PC564  
RFF PC571  
RFF PC572  
RFF PC584  
RFF PC586  
RFF PC603  
RFF PC605  
RFF PC625  
RFF PC626  
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RFF PC645  
RFF PC658  
RFF PC659  
RFF PC660  
RFF PC661  
RFF PC662  
RFF PC666A  
RFF PC667

**Changed Items (content changes) ...**

**RFF 13  
RFF 198  
RFF 201  
RFF 220  
RFF 280  
RFF 430  
RFF 470  
RFF 470A  
RFF 521PUB  
RFF 805  
RFF 1171  
RFF 1945  
RFF 2240  
RFF 2240A  
RFF 2351X  
RFF 2439  
RFF 4539  
RFF 4630  
RFF 4690  
RFF 4698  
RFF 4702  
RFF 4785  
RFF 4807  
RFS 101  
RFS 102  
RFS 103  
RFS 104  
RFS 105  
RFS 106  
RFS 109  
RFS 110**

**Changed Items (link changes only) ...**

**RFF 2032A  
RFF 2032B  
RFF 4481**